**TITLE:** Communication and Documentation Intern

**PARTNER(S):** Manushi - FTG-Nepal

**COUNTRY AND PLACE OF ASSIGNMENT:** Nepal, Nakhkhu, Lalitpur

**CONTRACT DURATION:** 12 weeks

**DESCRIPTION:**

Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC). Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world’s most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

Manushi is a Guaranteed Fair Trade Organization that follows a social business platform grounded in the objective of improving the economic condition of poor, disadvantaged and marginalized producers, primarily women through sustainable development. Manushi works with local producers to provide skill oriented training for vulnerable women. It helps to promote empowerment through sustainable livelihoods, skills training, education and microfinance.

**RESPONSIBILITIES:**

- Gather information, data and success stories;
- Develop website content based on current program;
- Train staff on content management;
- Develop promotional tools (brochures, newsletter etc.);
- Support for writing and editing proposals and assorted documents related to everyday businesses functions;
- Maintain communication channels such as Facebook, Instagram and
ManushiArts.com;
- Provide marketing support for Manushi events and initiatives, as well as overall profile building;
- Regularly update Manushi website;
- Prepare and draft reports required by Manushi organization and the Uniterra program;
- Promote the accessibility and participation of women and youth in all program activities.

**QUALIFICATIONS:**

- Experience in preparing report and communication related work;
- Self-directed, able to work in cross-cultural environments, flexible, resourceful, able to find solutions to challenges.